



Position Title: Director of Finance

Type: Permanent Full-Time

Job Competition Number: VA-ADM-2026-02

Posting Date: September 21, 2026

Closing Date: October 12, 2026, applications will be accepted until 11:59 PM Atlantic Time

Who we are:

Villa Acadienne and Villa d'la Baie are long-term care facilities committed to resident-centered care. Our goal is to provide high-quality care while integrating meaningful elements of our Acadian culture. We strive to create a warm and welcoming environment where our residents feel valued, connected and truly at home.

Position Description:

Reporting to the CEO, the Director of Finance will be an integral part of the Finance and Administration Department. Strong personable skills along with attention to detail are required. Duties will be performed in accordance with the Mission, Vision, Values, Standards, Policies and Procedures of Villa Acadienne Inc.

Responsibilities:

- Document and maintain complete and accurate supporting information for all financial transactions.
- Playing a leading role with the CEO in the budget planning process and the development and administration of the annual budget for Villa Acadienne Inc.
- Oversee reconciliations of bank accounts, petty cash, vendor payments, bi-weekly payroll payments and trust accounts.
- Working collaboratively with the external auditors in the audit of the operational accounts.
- Leading and providing direct supervision to Business Office staff.
- Communicating with residents and their families on matters of billing, general financial matters and addressing related concerns.
- Resolving complaints or concerns by investigating, evaluating possible courses of action and providing guidance and advice.
- Providing monthly board financial YTD reports, updates on reserve accounts, cash flows and statutory payroll remittances
- Lead in planning and development of annual budget and business planning process.
- Any other duties assigned by the Chief Executive Officer.

Essential Qualifications:**Education/Professional Designation:**

- Bachelor's degree in business administration or commerce with a concentration in accounting
- Preference given to candidates with a Chartered Professional Accountant (CPA) designation or individuals working towards an accounting designation

Experience:

- Minimum of 5 years experience in an office setting
- Experience with annual financial audit
- Experience working with Xero accounting software
- Experience using payroll processing software
- Experience with cash flow analysis, budget analysis and bank reconciliations

Knowledge:

- Knowledge of accounting standards for non-profit organizations
- Working knowledge of Excel, Word and Outlook

Abilities and Skills:

- Ability to make timely and effective decisions in a fast paced and continuously changing environment
- Ability to handle multiple tasks and meet deadlines
- Ability to think things through
- Ability to build relationships and work collaboratively with others
- Ability to listen, negotiate and problem solve
- Ability to be a team player to achieve results
- Interact with all individuals in a respectful and equitable manner

Asset Qualifications:**Experience:**

- Experience working in unionized environment
- Experience with Long-Term Care/Health Care administration
- Experience in employee supervision and team leadership

Important Information:

Successful applicants are required to provide a criminal record check (including Vulnerable Sector Check) before starting employment and assume any associated costs as a condition of employment.

How to Apply:

Please apply by emailing your cover letter and resume to apply@villaacadienne.ca by the closing date. We thank all applicants for their interest. Only those selected for an interview will be contacted.